



झारखण्ड सरकार

मंत्रिमंडल (निर्वाचन) विभाग।

पत्रांक:- 01/नि०लो०स०-17-07/2018/3205

राँची/दिनांक 28/12/2018

प्रेषक,

एल० खियांगते,
मुख्य निर्वाचन पदाधिकारी-सह-अपर मुख्य सचिव।

सेवा में,

सभी जिला निर्वाचन पदाधिकारी-सह-उपायुक्त,
सभी निर्वाची पदाधिकारी,
झारखण्ड।

विषय :- Forthcoming General Election to Lok Sabha Election, 2019-Election Planner-reg.

प्रसंग:- भारत निर्वाचन आयोग, नई दिल्ली का पत्रांक-464/INST/2018-EPS, दिनांक-18.12.2018

महाशय,

उपर्युक्त विषयक भारत निर्वाचन आयोग, नई दिल्ली के प्रासंगिक पत्र के द्वारा आगामी लोक सभा आम चुनाव 2019 के सफल एवं निर्बाध संचालन करने हेतु चुनाव की आवश्यक प्रारंभिक तैयारियां ससमय सम्पन्न कराने हेतु व्यापक दिशा-निदेश दिया गया है। साथ ही उक्त के द्वारा एक Election Planner भी उपलब्ध कराया गया है, जिसका उपयोग आगामी आम चुनाव एवं भविष्य में होने वाले चुनाव में करते हुए सुव्यवस्थित एवं विधिपूर्वक विस्तृत Plan of Action तैयार किया जा सकता है। आयोग से प्राप्त पत्र की कंडिका 1 से 10 में Election Planer के उपयोग के संबंध में आवश्यक दिशा-निदेश दिये गये हैं।

अतः प्रासंगिक पत्र की प्रति प्रेषित करते हुए अनुरोध है कि उक्त में दिये गये निदेशों का दृढ़तापूर्वक अनुपालन सुनिश्चित किया जाय एवं पत्र की कंडिका 6 एवं 7 के आलोक में मतदान के 40 दिन पूर्व तक Completion-cum-Status Report का साप्ताहिक प्रतिवेदन एवं तदोपरान्त दैनिक प्रतिवेदन ससमय उपलब्ध कराना सुनिश्चित किया जाय।

अनु०:-यथोक्त।

विश्वासभाजन

(एल० खियांगते)

मुख्य निर्वाचन पदाधिकारी-सह-अपर मुख्य सचिव।

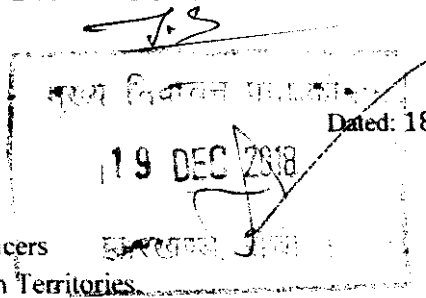
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19/12/18

भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

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Fax 011-23713412/23735944
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निर्वाचन सदन,
अशोक रोड, नई दिल्ली-110001
Nirvachan Sadan,
Ashoka Road, New Delhi-110001

No. 464/INST/2018-EPS



Dated: 18th December, 2019

To

The Chief Electoral Officers
of all the States & Union Territories

**Subject: Forthcoming General Election to Lok Sabha Election, 2019 – Election Planner–
Regarding.**

Sir/Madam,

As you are aware, smooth and successful conduct of elections is contingent on systematic, robust and detailed advance planning of the multifarious statutory and non-statutory activities and operations which are involved in the election process. The planning for elections invariably commences many months prior to the polling date and the imperative of strict adherence to the timely schedule of all the election-related preparatory activities by the senior election functionaries like District Election Officers, Returning Officers etc cannot be over-emphasized.

Considering the necessity of organized, methodical and precise advance election planning, I am directed to enclose herewith, a detailed ELECTION PLANNER, which has been prepared for the guidance, implementation and compliance by the election machinery during the current round of General Elections and future elections.

The following important aspects may kindly be taken note of while using and activating the ELECTION PLANNER:

1. The Election Planner encompasses the broad canvass of election-related activities required to be completed by the DEO/RO from about 6 months before the tentative poll date.
2. The Planner has been designed based on the template of a single-phase election, with 14 days period for election campaign, 7 days for nomination process and announcement of election schedule 15 days before the statutory Notification. The Counting has been shown on 'Poll+4th' day.
3. Essentially, the endeavour is to capture the entire breadth of activities involved in the preparedness for a successful elections, which can serve as a ready reckoner/calendar for the

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4450

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26/12/18

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election managers and alert him about the timely commencement and completion of important tasks, which may otherwise got missed in the throes of elections.

4. The timeline of commencement, duration and completion of each activity is understandably tentative and subject to minor variations depending on myriad local variables and factors involved. The basic idea is to provide a general operational framework to the election managers to be conscious of crucial activities at approximate relevant times, which must necessarily be completed for smooth conduct of elections.

5. The Planner needs to be printed in a reasonably large size, preferably 6 feet by 3 feet, and displayed prominently in the offices and chambers of the CEO, DEOs, ROs and other senior election officials, for easy and convenient access and daily reckoning.

6. Each activity specified in the Planner has to be monitored by the DEO and the RO as per the commencement and completion schedule and a Completion-cum-Status report may be sent to the CEO's Office for compilation of State-wise data.

7. This report may be sent on a Weekly basis till P-40 Days, i.e. every Monday by 12.00 hours and must be sent on a daily basis after P-40 days.

8. DEOs and ROs are required to personally monitor and implement the schedule of activities highlighted in the Planner.

9. The CEOs shall periodically monitor and review the progress of actions taken and submit the consolidate Completion-cum-Status Reports (State Level) to the Zonal Secretaries concerned at the Commission as per the above schedule.

10. It is abundantly clarified that this ELECTION PLANNER is designed to serve as a ready reckoner and is only indicative in nature. The Election Planner does not intend to replace, alter or supplant the extant election-related statute and rules or the existing guidelines, instructions and procedures mandated by the Commission. In case of any confusion, conflict or ambiguity, the later shall prevail in totality.

The receipt of this letter may be acknowledged with confirmation within 3 days that the relevant instructions have been issued to the District Election Officers/Returning Officers concerned and other connected officers for necessary compliance. All DEOs and ROs will comply with the instructions within a week.

Yours faithfully,



(SUMIT MUKHERJEE)
PRINCIPAL SECRETARY
smukherjee.eci@gmail.com

ELECTION COMMISSION OF INDIA ELECTION PLANNER

MORE THAN SIX MONTHS BEFORE POLL DAY			
1.	KAP (Knowledge, Attitude, Practice) Survey	300	240 61
2.	Database preparation	210	180 31
SIX MONTHS BEFORE POLL DAY			
3.	Standard Rate Card of all Newspapers/TV/Radio/Cable channels	180	179 2
4.	Complaint management	180	P 181
FIVE MONTHS BEFORE POLL DAY			
5.	Training of DEO, RO, SLMT, media, political parties, functional cells at State Level	150	110 41
6.	Procurement of EVMs, power packs, seals, tags, etc.	150	140 11
FOUR MONTHS BEFORE POLL DAY			
7.	First-level checking of EVMs	120	90 31
8.	Preparation of the District SVEEP plan	120	110 11
9.	Updating of DEO's website	120	P 121
10.	Updating of CEO's website and CEO's portal on ECI website	120	P 121
11.	Polling personnel category-wise requirement firming up	120	115 6
12.	Polling station Physical verification	110	90 20
13.	SVEEP: Preparation of campaign material	100	80 21
THREE MONTHS BEFORE POLL DAY			
14.	Stock-taking and requirement assessment of forms/stationery for Poll, Commissioning, Counting including reserves	90	80 11
15.	Polling station: Interface with political parties/contesting candidates	75	75 1
16.	Team formation for sectors	75	74 2
17.	Budget preparation	75	70 6
18.	Information Booklet Preparation - DEM	75	70 6
19.	Requirement fixing up (for polling personnel & sector)	70	70 1
20.	Formation of State and District SVEEP Core Team	70	69 2
TWO MONTHS BEFORE POLL DAY			
21.	Financial allotment	60	58 3
22.	Tendering and procurement of materials	60	40 21
23.	Preparation of SVEEP creatives and media plan	60	40 21

ONE MONTH BEFORE POLL DAY			
73.	Authority Letters for Media persons to be obtained from ECI	31	29 3
74.	EVM: Awareness programme	30	10 21
75.	Training of Police personnel at Police Station Level	30	30 1
76.	Physical segregation for training EVMs	30	30 1
77.	Training by Expenditure Observer	30	30 1
78.	EVM: 1st Randomisation with due notice to recognised political parties	30	30 1
79.	Police Training	30	25 6
80.	Observer Vehicle/PSO engagement	30	28 3
81.	Observer Liaison Officer Training	30	28 3
82.	Observer: Place of stay - identification & selection	30	30 1
83.	Publication of polling station list	30	29 2
84.	Selection of Strong Room - through joint inspection with police	30	28 3
85.	Training of videographers/photographers	30	30 1
86.	Training of PP (1st Training: Small Groups)	27	25 3
87.	Uploading information on Nomination and Affidavit in genesys and Form 7A	25	15 11
88.	Appointment of Election Agent/ Counting Agent	25	P+3 28
89.	Nomination	25	18 8
90.	Media: publication of mandatory notices like poll schedule, Govt. dues of candidates, alternative documents for identification of electors, observer details, helpline no., etc.	25	15 11
91.	Close Monitoring and evaluating SVEEP strategies	25	5 21
92.	EVM: Preparedness for Commissioning - venue selection and preparation, notice to candidates, training of staff, deployment of personnel, procurement of ballot paper and other materials, meeting with police	20	10 11
93.	Electoral Roll: Final publication of 2nd Supplement after the last day of nomination- (Disposal of continuous updation)	18	17 2
94.	Printing of Electoral Roll in alphabetical order	18	17 2
95.	Distribution of I card, Roll, list of polling stations, electoral rolls to candidates	18	17 2
96.	Preparation of poll layout and plan	18	14 5

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24.	Selection of printing press for ballot papers	60	60	1	97.	Electoral Roll: Supply to political parties/ Candidates	18	17	2
25.	Selection of Strong Room Counting Venue	60	55	6	98.	Allotment of Symbol	17	17	1
26.	Workshop for Campus Ambassadors	50	48	3	99.	Meeting: Expenditure Monitoring with Candidates	17	17	1
27.	Infrastructure for CPF camps (by Police)	50	45	6	100.	Scrutiny	17	17	1
28.	Training of Assistant Expenditure Observers	50	45	6	101.	Statutory: Withdrawal	16	15	2
29.	Training of teams for Expenditure Monitoring	50	45	6	102.	Printing of postal ballot papers for service voters	15	15	1
30.	Activate BAGs	50	45	6	103.	Dispatch of ballot papers of service voters	15	14	2
31.	Appoint State and District Icons	50	45	6	104.	Printing of braille ballot	15	12	2
32.	Force deployment planning	50	41	10	105.	Printing of ballot papers	15	14	2
33.	Vulnerability mapping and visit by sectors (at least 3 times)	50	P	51	106.	Form 7A-Preparation	15	15	1
34.	Preparation of communication plan	50	45	6	107.	Training of Micro-observers	15	15	1
35.	Training at RO's level	46	45	2	108.	Polling Station: Ready for poll	15	10	6
36.	Proposal for engagement of Special Executive Magistrate/Sector Magistrate to CEO	45	45	1	109.	Appointment letter generation through 2nd randomization	15	14	2
37.	Raids on illicit liquors/arms, etc. and track on NBWs	45	1	45	110.	Update of database and envelope generation for	15	14	2
38.	Law & Order: Criticality analysis	45	40	6	111.	Printing of postal ballot papers for other categories	15	13	3
39.	Training of Sector Officers	45	41	5	112.	Receiving arrangements for Polled Postal Ballots	15	P+5	21
40.	Interface with Police: Nomination/MCC/Exp. Monitoring/Single Window System	45	44	2	113.	Mass mobilisation events	15	1	15
41.	Strong Room / Counting Venue: Visit of DEO/SP	45	44	2	114.	Infrastructure for Counting	14	10	5
42.	Meeting: Income Tax Department	45	45	1	115.	Dispatch of other categories of postal ballot papers	14	13	2
43.	Meeting: Excise Department	45	45	1	116.	Polling personnel: Servicing	12	10	3
44.	Provisions of Model Code of Conduct	41	40	2	117.	Polling-station-wise material bagging	12	10	3
45.	Vehicles: Requisition	43	40	4	118.	2nd Training (Small Teamwise Groups)	11	10	2
46.	Proposal for Counting Centre/Strong Room for approval of Commission	40	39	2	119.	Polling-station-wise sorting of Tendered Ballots: Sealing/pocketing	11	10	2
47.	Fixing up of rates of items by DEO	40	39	2	120.	Preparation and distribution of authority letters for poll and counting	10	7	4
48.	Deployment of FS / SST / VST, etc.	40	P	41	121.	Appointment letter generation for Micro-observers (through randomization), VAB, camera personnel	10	10	1
49.	Inter-State Border Meeting (where applicable)	40	40	1	122.	Storage of power pack for Counting Centre	10	10	1
50.	Appointment of Add. ARO	40	40	1	123.	Selection of storage for unused EVMs	10	10	1
51.	Implementation of SVEEP plan	40	P	41	124.	Commissioning of EVMs	10	9	2
52.	IT: Single Window System for Permissions (SUVIDHA)	40	2	39	125.	EVM: 2nd randomization with due notice to candidates, physical segregation	10	10	1
53.	Appointment letter generation through 1st randomization	40	38	3	126.	PS wise sorting of Tendered Ballots-Sealing/Pocketing	10	9	2
54.	Expenditure monitoring: fixing of rates by DEO and intimation to the political parties and Candidates	42	41	2	127.	Counting personnel engagement	9	7	3
55.	Media: Regular briefing	40	P	41	128.	Strong Room preparation	9	7	3
					129.	Distribution of Photo Voter Slips and	9	5	5

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54. Electoral Roll distribution to the political parties and Candidates	40	41	4	147. Counting personnel engagement	7	7	3
55. Media: Regular briefing	40	P	41	128. Strong Room preparation	9	7	3
56. Issuance of order under section of 144 CrPC	40	40	1	129. Distribution of Photo Voter Slips and Voter Guide	9	5	5
57. Imposition of ban on carrying firearms and deposition of licensed arms	40	40	1	130. Law & order: Engagement of Executives/ Zonal Magistrates	7	7	1
58. Training of Police Personnel (at District Level)	40	39	2	131. Polling station premise requisition	7	5	3
59. Information Centre: At RO	40	P	41	132. Training of Counting personnel	7	7	1
60. Interface with political parties: Expenditure Monitoring with political parties	40	40	1	133. Imposition of order for DRY DAY	5	5	1
61. Issue and collect Sankalp Patras/Pledge letters through schools	40	10	31	134. Vehicles: readying for poll - labelling, fuelling, etc.	4	3	2
62. Proposal for shifting/ setting up of Auxiliary Polling Stations	37	37	1	135. Arrangements at Polling Stations (Electricity, Water, Furniture, Ramps, Marking of 100 mt. boundary)	4	2	3
63. Police matters: Sector officer training	36	35	2	136. Voter Assistance Booth Arrangements	3	2	2
64. Polling personnel: Servicing of appointment orders	35	30	6	137. Polling personnel: Appointment letter generation through 3rd randomization	2	2	1
65. Meeting: Mobile service provider	35	35	1	138. 3rd Training of PP	2	1	2
66. Meeting: Line Department, PME/PWD/ULBs/ Panchayat	35	35	1	139. IT, Sms-based poll monitoring system	1	P	2
67. Training of Police personnel at Sub-division level	35	35	1	140. DEO's invitation letter to vote in newspapers	1	P	2
68. 2nd Training of Assistant Expenditure Observers	35	35	1	141. POLL DAY	P	P	1
69. Proper Signage at Polling Stations	35	30	6	142. EVM final storage after poll - DEO strong room	P	P	1
70. Interface with Postal department	35	35	1	143. Poll Day reminders through SMS, Tickers on TV channels	P	P	1
71. Route Chart preparation	34	30	5	144. Arrangements at Counting Halls	P+1	P+3	3
72. Observer: Place of stay etc	31	31	1	145. IT: Counting monitoring system	P+4	P+4	1

STARTING DAY END DAY DURATION OF DAYS

ELECTORAL ROLL	POLLING STATION	COUNTING / STRONG ROOM
EVM	LAW AND ORDER	OBSERVER
BALLOT PAPER FOR POLLING STATION	VEHICLES	INTIMATION/ MEETING
POSTAL BALLOT	INTERFACE WITH POLITICAL PARTIES/CONTESTING CANDIDATES	INFRASTRUCTURE
MATERIALS	EXPENDITURE MONITORING	IT
STATUTORY	INFORMATION CENTRE	COMPLAINT MANAGEMENT
POLLING PERSONNEL	POLICE MATTERS	MEDIA
TRAINING	FINANCIAL MATTERS	SVEEP